



Wisconsin Department of Transportation

Division of Business Management
Bureau of Human Resource Services
4802 Sheboygan Ave.
P O Box 7915
Madison, WI 53707-7915

July 27, 2006

Subject: DOT Engineering Chief; Structures Development
Job Announcement Code: 0602479

Telephone: 608-266-2615
Teletypewriter (TTY): 608-267-0259
FAX: 608-264-9972

Dear Applicant:

Thank you for your interest in the DOT Engineering Chief; Structures Development position we currently have open within the Division of Transportation System Development in our Madison, Central Office. The starting pay ranges from \$50,060 - \$80,204 in addition to excellent benefits. A one-year trial period may be required. The Compensation Plan permits granting one-time Relocation Incentive Awards to current State of Wisconsin employees who relocate and file moving expense reimbursement, pursuant to s. 20.917(1)(a) and b)., Wis. Stats., as a result of promotion or transfer.

The first step in the selection process will be an evaluation of your experience by a panel of experts who are knowledgeable of the requirements for the position. For this evaluation, you will need to complete the attached exam. The exam has been designed to obtain specific, factual information about certain aspects of your experience that are particularly important to this position.

The evaluation of your qualifications for this position will be based solely on your response to the exam. The evaluation panel will NOT have access to your state application form or any other materials you may submit with your application. After the evaluation of all exams, those candidates who appear most qualified for the position will be invited to participate in the next step of the selection process.

Interested current Career Executive state employees need only to submit a letter of interest, the Employment Requirement Affidavit form, and the Application for State Employment (OSER-DMRS-38), to apply.

If you are not a current Career Executive state employee, please complete the Instruction sheet, the Employment Requirement Affidavit, the Application for State Employment (OSER-DMRS-38), the Veterans Preference Supplement form (if applicable), and your responses to the examination and **return** them electronically to mary.schneider@dot.state.wi.us PLEASE NOTE: If you send the files electronically, make sure you scan the state application, veterans form, and the Instruction Sheet that requires your signature and place them in **pdf format**. Your responses to the exam questions can be sent in a Word document or scanned like the other documents. Or, you may mail the application materials to:

Mary Schneider; DOT Bureau of Human Resource Services, Room 410; P.O. Box 7915; Madison, WI 53707-7915, **by 4:30 p.m., August 21, 2006**. Late materials will not be accepted if it would cause a delay in the scoring process. If you have any questions, please call me at (608) 266-7536.

Sincerely,

Jeff Fischer
Human Resources Specialist

Enc.

EMPLOYMENT REQUIREMENT AFFIDAVIT

Check **ALL** the appropriate boxes below for the qualifications that you possess:

- ☐ Current registration as a Professional Engineer (P.E.) in the state of Wisconsin.
- ☐ Certification as an Engineer-in-Training (E.I.T.) in the state of Wisconsin.
- ☐ Have graduated from a recognized college or university with a degree in a related engineering field such as civil or environmental engineering or have equivalent professional training and practical experience so as to be deemed a professional engineer as defined in Department of Regulation and Licensing per s. 443.01, Wis. Stats **and** also be deemed qualified to engage in professional engineering practice as determined by the Department of Regulation and Licensing per s.443.04 or 443.05, Wis. Stats.

AFFIDAVIT: PLEASE READ AND SIGN THE FOLLOWING STATEMENT

I certify that the information provided above in application for the DOT Engineering Chief; Structures Manager is true to the best of my knowledge, and that the information can be verified if necessary.

SIGNATURE: _____ DATE: _____

IMPORTANT

Work location of this position: Madison (you must enter County Code 13 (Dane) on line 15 of the State Application form to be considered for this position).

WISCONSIN DEPARTMENT OF TRANSPORTATION

DOT ENGINEERING CHIEF
STRUCTURES DEVELOPMENT
Job Announcement Code 0602479

Instruction Sheet

The following exam has been designed to obtain specific, factual information about those aspects of your experience that are particularly important to this position. These experiences may include part-time or full-time employment, internships, volunteer activities, or relevant academic course work. Please respond as accurately as possible.

INSTRUCTIONS TO THE APPLICANT:

1. Please complete the examination by keeping in mind the most relevant example of past achievements in your response.
2. **DO NOT PROVIDE AN EXISTING RESUME OR TRANSCRIPT IN LIEU OF THIS EXAM.**
3. Your name should appear only on the bottom of this page in the space provided.
4. Non-career state executives please **return** this Instruction sheet, the Employment Requirement Affidavit, the Application for State Employment (OSER-DMRS-38), the Veterans Preference Supplement form (if applicable), and your responses to the examination **by 4:30 p.m. August 21, 2006.** You may choose to send the materials via the mail or electronically.
5. PLEASE NOTE: if you send the files electronically, send them to mary.schneider@dot.state.wi.us and make sure you scan the state application, veterans form, and the Instruction sheet that requires your signature and place them in **pdf format**. Your responses to the exam questions can be completed in a Word document or scanned like the other documents. Or, you may mail the application materials to: Mary Schneider, DOT Bureau of Human Resource Services, Room 410, P.O. Box 7915, Madison, WI 53707-7915. Late materials will not be accepted if it would cause a delay in the scoring process.

PLEASE READ AND SIGN THE FOLLOWING STATEMENT AND RETURN WITH APPLICATION MATERIALS.

I understand that this questionnaire is a test and that the practice or attempt to practice any deception or fraud will result in my application being withdrawn or removal from the position if I am hired. I certify that all information provided herein is true to the best of my knowledge, that I prepared the responses to this exam without assistance other than typing or reproduction, and that the information can be verified if necessary through persons I have named as references on my application or by other persons whom I can name as references if requested.

SIGNATURE: _____ DATE: _____

NAME (Print): _____ SOCIAL SECURITY #: _____

ADDRESS: _____ HOME PHONE: () _____

CITY, STATE, ZIP: _____ WORK PHONE: () _____

DOT ENGINEERING CHIEF
STRUCTURES DEVELOPMENT

EXAMINATION QUESTIONS

Please consider your past experience when responding to the examination questions. There are five questions. You are limited to a total of six (6) typed double spaced pages in size 12 font for your response to the entire exam. Anything beyond this limit will not be graded.

Please describe your role and responsibility to include the scope, duration, and breadth of your experience in:

1. Direct supervision over employees. Be sure to include the time frame of your supervisory experience, the type of personnel actions you have conducted such as performance reviews, hiring, discipline, etc., and the diversity of employees supervised such as technicians, other supervisors, professionals, etc.
2. Program management of transportation facilities. Be sure to include your overall accountability in establishing objectives, setting priorities, fiscal responsibility, planning, policy and procedure development, and describe the scope of the program.
3. Design, construction, and maintenance of structures related to transportation highways and resolving related program issues. Be sure to describe the type of structures along with any outstanding engineering complexities involved.
4. Communication as it relates to areas such as programs, research, public speaking, negotiation skills, interpersonal communication, and oral presentations. Be sure to describe the level of your contacts such as senior managers, elected officials, general public, or leaders of civic organizations and the substance/sensitivity of the subject matter.
5. Formulation of policies or programs that direct a major portion of the resources of a business operation and have a significant impact to the operations of the business.

**DON'T FORGET TO SEND IN A COMPLETED COPY OF
THE STATE APPLICATION FORM WITH ALL YOUR
OTHER EXAM MATERIALS**

Visit <http://oser.state.wi.us/category.asp?linkcatid=392&linkid=28> to obtain a copy of the Veterans Preference Supplement form (if applicable).

DEADLINE: 4:30 p.m., August 21, 2006

POSITION DESCRIPTION

IMPORTANT: PLEASE READ ATTACHED INSTRUCTIONS

DER-PERS-10 (Rev. 5-84)

State of Wisconsin Department of Employment Relations PD.DOT		1. Position No. 011325	2. Cert/Reclass Request No. Update	3. Agency No. 395
4. NAME OF EMPLOYEE		5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Transportation Division of Transportation Infrastructure Development Bureau of Structures 4802 Sheboygan Ave. Madison, WI 53702		
6. CLASSIFICATION TITLE OF POSITION DOT Engineering Chief		8. NAME AND CLASS OF FORMER INCUMBENT		
7. CLASS TITLE OPTION <i>(To be filled out by Personnel Office)</i>		10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES		
9. AGENCY WORKING TITLE OF POSITION Chief Structures Dev. Engineer		12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?		
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Beth Cannestra DOT Manager				
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84)		YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOAL OF THIS POSITION: SEE ATTACHED				
15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION <i>(Please use sample format and instructions on attached sheet.)</i> <ul style="list-style-type: none">- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.- TIME %: Include for goals and major worker activities.				
TIME %	GOALS AND WORKER ACTIVITIES (Continue on attached sheets)			
	SEE ATTACHED			
16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION <i>(See Attached Instructions)</i> a. The supervision, direction, and review given to the work of this position is <input type="checkbox"/> close <input type="checkbox"/> limited <input checked="" type="checkbox"/> general b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. <i>(Please initial and date attachments.)</i> Signature of first-line supervisor _____ Date _____				
17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. <i>(Please initial and date attachments.)</i> Signature of employee _____ Date _____				
18. Signature of Personnel Manager _____ Date _____				

14. POSITION SUMMARY (CONTINUED):

As a member of the management team, perform highly responsible engineering, administrative and managerial work involving the formulation, development, implementation and evaluation of important program, policy, budgetary and organizational components of the Department's transportation engineering programs. The diversity, complexity, and potential impact of each of the program's interrelationships, and to the public served, requires extensive communication, engineering knowledge and coordination within the Department, with the legislature, the public, local units of government, contractors and industry representatives, the media and with other interested and/ or affected groups.

The administrative/managerial responsibilities of this engineering position typically involve highly professional or technical judgments, which carry significant consequence of error. This position has the authority to independently commit the Department's resources to achieve established goals and objectives.

The Manager of the Structures Development Section acts as the focal point for all major structural developmental activities in design. This section is responsible for standards/policies, manuals, research of products and methods, transfer of new technology, automation development and applications, bridge management system, design specifications and standard special provisions.

This position requires a Bachelor of Science Degree in Civil Engineering, or registration as a Professional Engineer or registration as a Professional Engineer or eligibility therefore, or equivalent work experience.

Abide by all safety rules and safe work practices established by the Department. Actively promote health and safety awareness activities and support employee participation in the program.

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (CONTINUED)

TIME %	GOALS AND WORKER ACTIVITIES
50%	<p>A. Management of the Structures Development Section and statewide program.</p> <p>A.1 Administer structural development activities to assure policy compliance and statewide continuity and uniformity.</p> <p>A.2 Evaluate, analyze, and approve proposed concepts on structures development and bridge management projects, processes, and programs to ensure consistency with established departmental program goals and budgets.</p> <p>A.3 Counsel and provide advice to professional engineers and engineering specialists in the areas of structural standards/policies, manuals, new products, bridge file and bridge management system.</p> <p>A.4 Prepare and direct the preparation of reports for the Director of the Bureau of Structures, Administrator, and Secretary on specific program matters for resolution, approval, or information.</p> <p>A.5 Communicate and advise the Director of the Bureau of Structures on section activities.</p> <p>A.6 Evaluate and recommend for approval exceptions to structural standards and policy.</p>

- A.7 Coordinate with industry on implementation of technological advancements in bridge design and construction.
- A.8 Organize technical seminars where industry is updated on new departmental policies and procedures.
- A.9 Participate in and keep abreast of transportation industry research and technology advancements for possible departmental implementation.
- A.10 Identify and recommend solutions to technical problems related to the bridge program.
- A.11 Evaluate and determine program training needs.
- A.12 Research and implement evaluation standards to appraise the effectiveness of policies and processes to ensure compliance and quality assurance.
- A.13 Oversee and evaluate proposed legislation to determine fiscal impact on Department. Advise Director of the Bureau of Structures, Administrator, and Secretary on recommended course of action; appear before legislative sub-committees, if requested.

15%

- B. Establishment, development and implementation of programs and policy for a safe and economic transportation system.
 - B.1 Provide professional expertise in shaping the direction of transportation policies and programs.
 - B.2 Evaluate Federal and State legislation and/or administrative rules; determine need for and implement new or revised policy and procedures.
 - B.3 Evaluate existing and proposed policy for program affects and departmental impacts.
 - B.4 Direct multi-disciplinary, inter/intra agency evaluation of the effectiveness, efficiency, and quality of established programs and policy. Identify needs and implement changes.
 - B.5 Implement as appropriate American Association of State Highway and Transportation Officials (AASHTO) and other National organization's standard into policies, methods, and procedures.

15%

- C. Formulation, administration and effective communication of Departmental goals, programs and policies.
 - C.1 Establish and promote effective working relationships with legislative committees, other departments, the media, and organizations interested in the policies and activities of the department.
 - C.2 Establish and maintain effective working relationships with internal/external units, agencies, officials, consultants and the public.

- C.3 Serve as the Department's structural development program resource specialist and panelist for technical committees, technical society meetings, seminars, and conferences sponsored by the Department or outside agencies.
- C.4 Represent the Department in verbal communications with the media, legislators, citizens, or other parties outside the Department on structural development and bridge program matters.
- C.5 Develop programs to secure public input, acceptance, and cooperation with major departmental plans and programs.
- C.6 Serve on task forces charged with recommending the implementation of new policy and procedures, and process improvements.
- C.7 Mediate and resolve controversies among Regions, Consultants or statewide bureaus' staff relevant to section policy, procedures and processes.
- C.8 Represent the Bureau Director in all capacities, as required.

10%

- D. Development, management, and implementation of budgets and strategic program financial planning.
 - D.1 Identify and analyze program budget issues.
 - D.2 Oversee the development specialized program budgets and set priorities for future allocation of funds.
 - D.3 Interpret and explain all budgets as required.
 - D.4 Monitor operating and specialized budget resources. Ensure programs are implemented within available resources, budget commitments are implemented in a timely manner, and appropriate adjustments are made when necessary.
 - D.5 Plan and manage operating budget, including staff and equipment allocation and material acquisition.

10%

- E. Supervision of Structures Development Section staff in a manner consistent with departmental goals.
 - E.1 Supervise a staff of professional engineers and engineering technicians to accomplish the department's commitment to affirmative action, employee assistance, performance evaluation and career development. Delegate authority for section decisions as appropriate.
 - E.2 Establish a team concept in planning and decision-making processes.
 - E.3 Assign work consistent with employee capabilities and overall goals. Establish performance standards, including goals and objectives and evaluate subordinates against these standards.
 - E.4 Assign work consistent with employee capability and overall goals.

Establish performance standards, goals and expectations, and evaluate subordinates against these standards.

- E.5 Administer provisions of labor agreements, Affirmative Action plans, Employee Assistance, and other departmental policy.
- E.6 Interview, select and discipline staff, and recommend staff for reclassification. Make recommendations, as appropriate, for salary adjustments of staff.
- E.7 Participate in providing management training. Evaluate need for and initiate needed technical and supervisory training for staff.

KNOWLEDGES AND SKILLS

1. Thorough knowledge of the engineering principles and practices applied in the location, design, construction and maintenance of all types of highways, bridges and related structures.
2. Thorough knowledge of highway laws, codes, standards and specifications pertaining to highway engineering.
3. Thorough knowledge of materials, methods and techniques used in the design, construction and maintenance of highways and highway structures.
4. Thorough knowledge of the procedures and practices applied in the inspection and testing of materials used in highway and bridge construction and the design of such materials.
5. Thorough knowledge of Division of Transportation Infrastructure Development administrative and technical policies and practices.
6. Thorough knowledge of the overall goals of the Department.
7. Knowledge of the Department's budget process.
8. Knowledge of modern management concepts.
9. Ability to plan and administer the activities of a large group of professional, technical and supervisory staff engaged in work of a technical nature.
10. Ability to speak effectively in public in explaining the Division's programs, and to express ideas clearly and concisely, orally and in writing.
11. Ability to establish and maintain effective working relationships with associates, subordinates, other agencies and the public.
12. Knowledge and effective practice of team building concepts.
13. Skill in motivating and coaching staff.
14. Knowledge of labor union agreements and provisions.

15. Knowledge of the Department's policies and procedures relating to Affirmative Action, Employee Assistance, etc.
16. Knowledge of State personnel procedures.
17. Knowledge of conflict resolution techniques.
18. Ability to make sound, independent decisions and to execute such decisions effectively.
19. Good organizational skills.